



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
EXTRAORDINARY GENERAL MEETING held on
Monday 27 November 2023
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

Councillors present: Jane Brentor (Chair) (JB), Dave Mace (Vice-Chair) (DM), Andy North (AN), Stephanie Jalland (SJ), Stu Carter (SC), Paul Roberts (PR), Matthew Randall (MR), and Gareth Watts (GW).

Plus: Melanie Camilleri (MC) – Clerk/RFO. One member of the public attended.

MINUTES

233/23 Public Question Time: No questions

234/23 Apologies for Absence: None

235/23 Declarations of interest

236/23 Business raised during Public Question Time

To resolve to refer any business raised by the public or items of information from councillors either to the appropriate committee or for any other action.

No questions.

237/23 Christmas Tree Maypole Green 2023

i) Annual Christmas Tree on Maypole Green:-

- a. RESOLVED: the Parish Council will supply a tree and hold a 'switching on the lights' event; operating entirely as a Parish Council led event.
- b. RESOLVED: budget for this event up to £1,000
- c. RESOLVED: the Risk Assessment for this event was approved
- d. Arrangements for the installation of the Christmas Tree and switching on the lights were discussed and agreed. Key timings: -

Date: Sunday 03 December

Arrival: 5:15pm onwards.

Mulled wine, mince pies, and chocolates will be available free of charge to members of the public

Switch on Lights: 5:30pm

Cllr Brentor and Downton4Family will say a few words, the lights will be switched on, followed by a couple of Carols sung by a Choir

Finish: 6pm

On behalf of the Parish Council, JB expressed her gratitude to Jeremy Parsons for his invaluable expertise and support as a volunteer to the Parish Council in erecting the Christmas Tree this year. This was echoed by all.

238/23 Wiltshire Towns Programme

AN delivered an update as follows:-

- Paul Leo has been appointed to manage the Programme on behalf of Downton Parish Council. Paul will recruit further volunteers to form a Working Group. JB will draw-up a Terms of Reference under which this Working Group will operate and present to full council for approval at the 11 Dec meeting.
- 2023/24 application to Wiltshire Towns Programme (£5K) will aim to deliver a Tourist offering in Downton by way of: -
 - Encourage b&b/Airbnb type establishments
 - Publish tourist offering through a) a Downton website (new and update content) with a link to the Parish Council's website and b) advertising

RESOLVED: to delegate preparation and submission of the application (by 30 Nov) to AN and MC based upon the above proposal.

239/23 Budget/Precept 2024/25: Part 1

- i) The 1st draft Budget/Precept 2024/25 was discussed, and some changes proposed. MC to make these changes and represent at the 11 Dec meeting.

240/23 Correspondence, AOB, urgent matters: None

241/23 RESOLVED: Agenda items 242/23, 243/23, and 244/23 would be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the confidential nature of the business to be discussed

242/23 Budget/Precept 2024/25: Part 2

- i) See Minute 239/23

243/23 BWSCA

Resolutions passed under this Agenda item are 'Confidential – Not for Publication' due to commercial sensitivity.

244/23 Confidential employment matters

No resolutions were passed under this Agenda item.

Being no further business, JB closed the meeting at 10:15pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING